

VACANCY ADVERTISEMENT

POSITION TITLE: MONITORING AND COORDINATION SPECIALIST– FSN 10

BASIC FUNCTION OF THE POSITION

This position is located in the Millennium Challenge Corporation (MCC) Special Objective Team, USAID/Malawi, Lilongwe.

The primary purpose of this position is to monitor activities of four implementing partners working with more than 15 counterpart Malawian institutions, provide reporting support, and assist in the coordination role to be played by USAID.

The successful candidate for this position will be monitoring and reporting upon a diverse range of activities that will include, illustratively, training of prosecutors and investigators, parliamentary committee meetings to discuss select pieces of legislation, training of journalists, building audit capacity, and implementation/training related to the roll-out of a government integrated financial management system. Activities conducted by civil society to increase public awareness of corruption related issues, Government of Malawi outreach to citizens and the private sector on MCC topics, and polling/surveying activities will also be monitored.

REQUIRED QUALIFICATIONS

NOTE: All applicants must address each selection criterion detailed below with specific and Comprehensive information supporting each item.

- A. **Education:**
Bachelor's degree in business, social sciences, or law enforcement related field.
- B. **Prior Work Experience:** Minimum five years experience in a professional position requiring strong, demonstrated interpersonal skills, organization, writing, team management and building.
- C. **Language Proficiency:** High degree of proficiency in both written and spoken English.
- D. **Knowledge:** The incumbent must have a broad understanding of governance systems, structures and tools employed under the Millennium Challenge Corporation initiative to fight corruption, and ability to observe and distill information.

E. Skills And Abilities:

Planning and organizational skills

Diplomatic and interpersonal skills

Basic computer skills

Confidence in dealing independently with senior civil servants, donor representatives and other officials of different cultural backgrounds in the context of attending MCC activities as an observer.

Application letters expressing interest in the position should be sent to:

Executive Officer

USAID/Malawi

P.O. Box 30455

Lilongwe 3

Fax: (265) 01773181

NOTE:

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS ALLOWING WORK IN COUNTRY BEFORE BEING ABLE TO APPLY.

COPY OF THE COMPLETE POSITION DESCRIPTION LISTING ALL DUTIES AND RESPONSIBILITIES IS AVAILABLE IN THE HUMAN RESOURCES OFFICE. CONTACT THE HUMAN RESOURCES OFFICE ON TEL# 01-772-455 EXT. 116 OR 118.

Last date of receipt of applications – March 06, 2006